



SHREVEPORT FIRE DEPARTMENT

263 N. Common Street
Shreveport, Louisiana 71101
(318) 673-6650 • FAX: (318) 673-6656



Fire Administration

263 N. Common Street
Shreveport, LA 71101
(318) 673-6650

Deputy Fire Chief

263 N. Common Street
Shreveport, LA 71101
(318) 673-6658

Assistant Chief

263 N. Common Street
Shreveport, LA 71101
(318) 673-6662

Communications

1144 Texas Avenue
Shreveport, LA 71101
(318) 675-2200
Fax (318) 675-2206

EMS

263 N. Common Street
Shreveport, LA 71101
(318) 673-6720
Fax (318) 673-6727

Maintenance

6300 Kennedy
Shreveport, LA 71109
(318) 673-6730
Fax (318) 673-6735

Prevention

505 Travis Street, Suite 510
Shreveport, LA 71101
(318) 673-6740
Fax (318) 673-6744

Training

6440 Greenwood Road
Shreveport, LA 71119
(318) 673-6766
Fax (318) 673-6769

www.shreveportfire.org

The key access system, which has been approved by the Shreveport Fire Department, is the *Knox Box* brand key access hardware.

The fire department requires approved access hardware on commercial properties when areas of the property might be difficult to access during a fire incident response or an emergency medical call due to locked doors or other access obstacles.

Other situations when it will be required are:

1. Buildings that have automatic fire alarm systems and or automatic fire sprinkler systems.
2. Multistory buildings and buildings with large square footages where it is not practical for firefighters to go around the building and get or receive a key to access the property. This type of property may be required to have one or more Knox access hardware items installed depending upon the need for fire fighters immediate access to the property.
3. In other situations where the need exists and the Chief of Fire Prevention deems it necessary to be required.

Any other property owner whether business or residential does not have to be required or pre approved to have Knox access hardware. If they desire to have a secure access system and feel that it is in their best interest to have the fire department access the property quickly in the event of an emergency situation, just contact fire prevention to obtain an order form.

If security is a concern you can be assured that we have in place a strict and secure access hardware program. One type of key with a specific key configuration will access all Knox hardware inside the city. The Knox Company assigns these special types of keys only to the Shreveport Fire Department. These keys are secured in designated fire equipment.

When the hardware is received it comes unlocked for mounting. It is to be mounted by the property owner. When possible, boxes on the building should be mounted to the left side of the main entrance within

3 to 5 feet of the door at a height of not less than 5 feet or no more than 7 feet. Access switches should be mounted at a reachable height in plain view. When multiple access boxes are required in addition to the main entrance area, the additional access box shall be placed near the loading dock service door using the same requirements as the front door location. Also the property owner must have a Knox Box identification label on the upper right corner of the main door and on service doors when there is access hardware mounted beside the door(s). Approval from the fire prevention office is required for any deviation of the mounting requirements.

After the hardware is mounted the property owner is responsible to call the fire department's Deputy Chief of Operations at (318) 673-6650 to request a time that a fire department unit can come out and lock the key(s) to access the property inside of the box, or verify that padlock(s) and switch(s) operate properly. This also helps us identify the location where the hardware is installed. Boxes shall contain current keys to access the locked portions of the building. The property owner shall contact the Chief of Operations when any key or access configurations have been made that affects the access to the building or property.

For questions or comments contact the Shreveport Fire Prevention Division at (318) 673-6740.